



## Login MARS Application Desktop Procedures

**DESCRIPTION:** Steps to [Login to MARS Application](#) and [References](#)

**PREREQUISITE:** Access to Internet Browser (Chrome or Edge are recommended), MARS URL, Local Government Fire Agency's email address, Password

**AUDIENCE:** Local Government Fire Agencies

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After you receive the email from Microsoft invitations, follow the steps below:

### Login to MARS Application

1. Click



*MARS URL:* <https://mars.extranet.caloes.ca.gov>

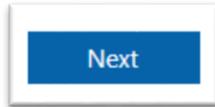
2. Enter



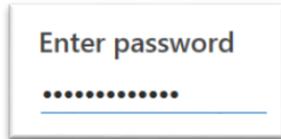
*Login using the email address you provided for account setup.*

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3. Click

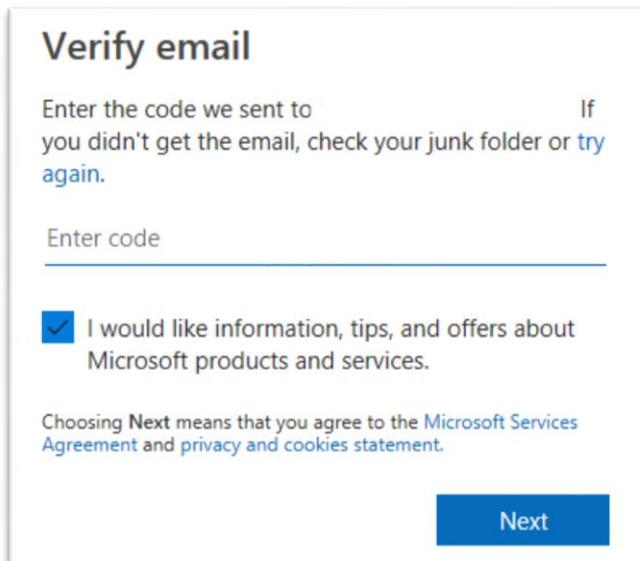


4. Enter

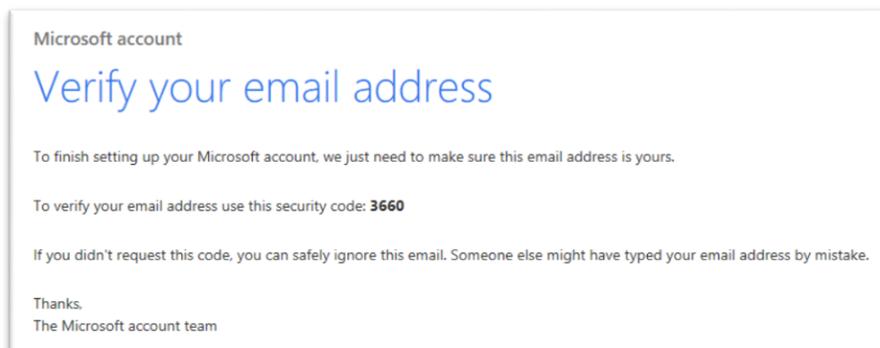


*Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols.*

5. Verify



6. You will receive an code from Microsoft via the provided email address



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7. Enter code in the internet browser

**Verify email**

Enter the code we sent to  If you didn't get the email, check your junk folder or [try again](#).

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

8. Uncheck

I would like information, tips, and offers about Microsoft products and services.

9. Click

[Next](#)

10. Sign in

*Use the email address you provided for account setup.*

11. Click

[Sign in](#)

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12. Enter

## Create account

Before proceeding, we need to make sure a real person is creating this account.



Enter the characters you see

W44uuMWY

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*Click Next to proceed.*

13. Click

**E** EXTCALOES

The organization EXTCALOES would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust EXTCALOES. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. Contact [Lorenzo.Shells@caloes.ca.gov](mailto:Lorenzo.Shells@caloes.ca.gov) regarding privacy. EXTCALOES may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/extcaloes.onmicrosoft.com>

*Click Accept to proceed.*

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14. Select



*Pick the email address you provided for account setup.*

15. Select



*Use Agency tab to update your department information.*

Refer to the ["Update MARS Agency Desktop Procedure"](#).

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## References

- [Reset MARS Application Password Desktop Procedures](#)

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